



Zoning Administrator Report

January 2026

Zoning Administrator work in progress report for the month of December includes the following:

- Variance application for 6995 Birdland Drive approved at ZBA meeting on July 23rd 2025 at 7:00 pm. Applicant will submit Site Plan for the Shoreland Protection strip from the Stream and Lake Charlevoix after the first of the year.
- Received acknowledgement the outdoor lighting on the private storage building on Pincherry road have been brought to compliance.
- Working with applicant for proposed new single family dwelling in Ridgeland.
- Provided PUD & Zoning information for parcel in Summerhill.
- Working with property and business owners to arrange meeting to receive input for sign regulations in Commerical Districts.
- Communicating with landowner regarding violation for a non permitted patio on Oyster Bay Drive. Sent Zoning permit application and section 3.14 of the Hayes Township Zoning Ordinance to landowner.
- Received Zoning permit application for New Single Family Dwelling on Spring Street, Shoreline Protection Committee will be scheduling a site visit. Applicant submitted a variance request application. ZBA will hold a public hearing for the variance request on January 14th 2026 at 7pm.
- Received Variance request application for 7125 Nine Mile Point Dr. Zoning Board of Appeals approved variance request on November 19th 2025. Shoreline restoration plan was approved by Planning Commission on November 18th 2025. Waiting for Zoning Application from applicant.
- Variance request application for 7720 Indian Trails Dr, ZBA approved Variance request at the October 8th 2025 meeting. Waiting for Shoreline plan and Zoning Application from applicant.
- Zoning permit application for a Demo and rebuild of existing home on Quarterline road. Shoreline Review Committee conducted inspection and advised applicant to work with



Tip of the Mitt to create shoreland restoration plan. Shoreline plan from applicant will be submitted after the new year.

- Inspected and trying to contact landowner, last communication with landowner stated he was not well on Villa Road for Violation of Nuisance Ordinance and a non-compliance complaint. Reached out to the VA and Tribe for additional support.
- Spoke with landowner with storage units on US 31 East of Burgess, to relocate their sign.
- Application for a new single family dwelling unit on Murray Road. Waiting for additional information from landowner.
- Spoke with Holtec Representative, sign permitted to Holtec on 4/23/2025 was placed incorrectly, they are contacting MDOT for a survey showing the width of the ROW for that part of US31.
- Met with Landowner regarding complaint of a Shoreline violation on Peaceful Valley Road, they will be submitting a Shoreline Restoration plan.
- Continuing to see progress from landowner on Maple Grove Road for a Nuisance Ordinance complaint, Charlevoix County Fire Department Chief is monitoring parcel for fire hazards. EGLE confirmed that the property owner complied with requirements, contaminated soils were removed from the site.
- Received and reviewing Zoning permit application for a new single family residence on Deer path Drive. Stop Work Order has been issued on this project, until shoreline protection strip is restored. Property has also been cited for wetland violation.
- Sent Violation notice letter to landowner on US 31 across from the Country Club for the incorrect placement of a sign.

25-12-02	12/08/25 007-301-012-00	7205 Birdland Dr.	Grady Graham	64'X28' Single Family Residence Addition with Shoreland Protection Plan as approved by Tip of the Mitt and the Shoreland Subcommittee
25-12-03	12/22/25 007-116-005-15	9755 Burgess Rd	Michael & Autumn Barwis	20'X12' deck addition to existing detached garage
25-12-04	12/22/25 007-301-001-50	7425 Birdland Drive	Christine Willis	Demo & rebuild 32'X 58' Detached Garage with Shoreland restoration plan as recommended by Shoreland Subcommittee and Tip of the Mitt